

CACFP Basic Admin Training

Description

This workshop is **designed for new agencies** participating in the CACFP and/or **new workers** in the Child and Adult Care Food Program (CACFP). This workshop covers more of the administrative areas of managing the CACFP in centers, Head Starts, emergency shelters, schools, etc. There is **no charge** for this CACFP workshop. There is a second basic training designed for Food Service staff that covers the duties that are more often assigned to food service staff rather than administrative staff. Attendance at both days would be allowed. The civil rights session is covered on both days, but the materials are identical. Attendance at the civil rights session on both days is not required, but would be allowed.

How to Register

Register using the registration form by mail, fax, or email. The form is available from the Child and Adult Nutrition Services (CANS) office.

Things to Consider

- **You must pre-register.** You should mail your registrations at least 20 days prior to the date of the workshop. We will confirm that we have received all registrations.
- Plan to **arrive at least 15 minutes prior** to the start of the workshop.
- **Please bring a calculator!**
- Due to variations in temperature in meeting rooms, we suggest that you **dress in layers** of clothing so you can adjust for your comfort.
- The Department of Education is **not able to provide food or drinks**, so please plan for that.
- **Please let us know by calling (605) 773-3413 if any participants need a sign language interpreter, alternate formats of printed materials, or wheelchair access. We need at least two week's advance notice.**
- If **bad weather** is likely, **call** our office at **(605) 773-3413** to **confirm** that we will still have the workshop.
- Registration will begin at 9:00 AM. For agencies that do not collect free and reduced price meal applications you may arrive at 11:00 AM since the first session does not apply to you, or if you are attending both days, you may attend the same session during the Basic Food Service Training and arrive after lunch to register.

Your Responsibilities

We expect workshop participants to learn about their agency's responsibilities in the CACFP. Participants should return to work and share what they have learned about these requirements with the agency (including board members).

Certificates

We will take attendance at each session. After the workshop, we will send a certificate for each participant. Certificates will indicate the number of hours of training from the CACFP workshop. Please note that some sessions are not required for all agencies (i.e. approving free and reduced price meal applications and at-risk after school programs)

CACFP Basic Admin Workshop Schedule

- 8:30-8:45 Registration**
- 8:45-9:00 Welcome and Introduction(s)**
- 9:00-11:00 Free and Reduced Price Meal Applications ~** This session is a review of the basic steps for approving (and common questions about approving) free and reduced price meal applications. New staff members responsible for approving free and reduced price meal applications (e.g. center directors, business managers, etc.) and interested board members should attend this workshop.
- 11:00-11:45 Civil Rights Requirements ~** This session will be a review of every agency's civil rights requirements for the Child and Adult Care Food Program. All staff within each agency are required to have training in the area of civil rights for the purpose of this program. The information covered in this session would be appropriate to all staff. This session is also covered during the CACFP Basic Food Service training.
- 11:45 LUNCH BREAK (on your own)**
- 12:45 – 1:15 Monitoring ~** This session will be a brief summary of the requirements for sponsors of center to complete monitoring visits to each of their sponsored sites. *If you only have one center, this session does not apply to your agency.*
- 1:15-2:45 Meal Counting ~** This session is an overview of how to complete meal count rosters. We will discuss who should complete them, when they should be completed, and how the information is used to create the claim for reimbursement. This session would be appropriate for any staff members that are responsible for completing the meal counts (e.g. teachers, center directors, etc.) and interested board members.
- 2:45-3:15 Claims ~** This session will summarize how the claims are filed in the online (iCAN) system. The information covered in this session would be appropriate for the staff members who are responsible for claim entry (e.g. center directors, business managers, etc.) and interested board members.
- BREAK – move around and meet people ☺ -----**
- 3:30-4:15 Record Keeping ~** This session will include an overview of your agency's requirements for collecting and keeping CACFP records. This session would be appropriate for the staff members who are responsible for maintaining records (e.g. teachers, center directors, business managers, etc.) and interested board members.
- 4:15-5:00 At Risk After School Meals and Snacks (optional, only for eligible agencies) ~** This session will explain the at-risk after school meals and snacks program. This program is only available to agencies that operate an afterschool program during the school year in a location within the community that is considered low income. If you are interested in finding out if your location is eligible, please feel free to contact our office.